

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**



IN REPLY REFER TO:

**MEMORANDUM**

Dear Prospective Offeror:

Re: Request for Proposals No. CFSA-04-R-0011 for Maintenance and Support of the District of Columbia Statewide Automated Child Welfare Information System (SACWIS), named FACES, and Conversion of the client-server, FACES, to a web-enabled architecture and to provide warranty and maintenance and support

The Government of the District of Columbia, Child and Family Services Agency (CFSA) is seeking proposals from qualified firms to provide 1) maintenance and support services for its current Statewide Automated Child Welfare Information System (SACWIS), named FACES, and (2) to convert the current client-server version of FACES to a Web-Based architecture while providing ongoing support for the new FACES.NET system.

CFSA may award multiple contracts resulting from the above referenced RFP.

***CFSA may choose to award two contracts: (1) one contract to provide Maintenance and Support of the current client-server FACES and (2) one contract for Implementation, Warranty, Maintenance and Support of the new Web-Based version of FACES***

**OR**

***CFSA may choose to award one contract to provide both services described above.***

A Pre-Proposal Conference is schedule for June 29, 2004, 10:00 AM at CFSA, 955 L'Enfant Plaza, S.W. – Suite 5200, Washington, D.C. 20024 to answer questions pertaining to the RFP. CFSA is requesting that you or your organization prepare a proposal in accordance with the RFP Instructions and submit your proposal by the closing date of August 2, 2004 at 12:00 noon (EST) Your proposal shall be submitted to the location stated below:

Child and Family Services Agency  
Office of Contracting and Procurement  
955 L'Enfant Plaza, S.W. – Suite 5200  
Washington, D.C. 20024  
Attention: Stephen A. Wilson, Contract Specialist  
e-mail: [Swilson@cfsa-dc.org](mailto:Swilson@cfsa-dc.org) ; telephone (202) 724-7419

Prospective offerors must contact Mr. Wilson to arrange to pick up a copy of the RFP between the hours of 9:00 AM and 4:00 PM, Monday through Friday, except legal

holidays, at the location stated above. An electronic copy of the RFP may be obtained at the CFSA web-site: [www.cfsa.dc.org](http://www.cfsa.dc.org).

CFSA appreciates your interest and looks forward to your participation in this procurement process. Thank you.

Sincerely,

Samuel J. Feinberg, CPPO, CPPB  
Contracts and Procurement Administrator  
Agency Chief Contracting Officer